

FETC Vacancy Announcement

Announcement No.: **FETC-98-21**

Opening Date: **04-15-98**

Closing Date: **05-05-98**

U.S. DEPARTMENT OF ENERGY - FEDERAL ENERGY TECHNOLOGY CENTER (FETC)

POSITION: Staff Assistant (Office Automation), GS-303-5/6/7

LOCATION: Office of the Director
Bruceton, PA or Morgantown, WV

PROMOTION POTENTIAL: GS-7

SALARY RANGE: \$21,209-\$34,147 (PGH)
(includes locality pay) \$21,051-\$33,893 (MGN)

SUBJECT TO:

- ☐ Supervisory Probationary Period
- ☐ Employment & Financial Interest Disclosure
- ☒ DOE CTAP (See Attached)
- ☒ ICTAP (See Attached)
- ☒ 1st Year Probationary Period

AREA OF CONSIDERATION: Nationwide

Moving Expenses are Not Authorized

WHO MAY APPLY: All eligible U.S. citizens only

DUTIES AND RESPONSIBILITIES: Incumbent serves as liaison in an office advising staff of management's views, and assists staff in implementing instructions/procedures to expedite the work of the office. Responsible for administrative work flow in and out of the office. Maintains a front line customer interface both in person and by telephone. Independently gathers information to prepare administrative reports and other documents. Coordinates procurement request packages. Assists in functional definition, analysis, review, design, and implementation of office automation and information systems. Assists with and participates in special project assignments. Provides orientation and administrative assistance to staff within organization. Provides input and feedback on performance in office management subcontracts. Establishes and maintains working files and calls attention to pending matters at appropriate time for action required.

QUALIFICATION REQUIREMENTS: Applicants must have general and/or specialized experience and any selective placement factors as described below. This requirement is in accordance with the OPM Qualifications Standards Operating Manual, available in any Government Personnel Office, which specifies when and how education may be substituted for the experience.

For GS-5, candidates must have experience in administrative or clerical work which demonstrates possession of the knowledges, skills, and abilities required to serve as a principal office assistant at this level, including all the following: ability to organize effectively the flow of clerical processes in an office; ability to organize and design a filing system; ability to make arrangements for such things as travel, conferences, and meetings; ability to locate and assemble information for various reports, briefings, and conferences; and ability to compose nontechnical correspondence. One year of this experience must be comparable to GS-4 in the Federal service. Candidates may also qualify for the GS-5 level by completion of 4 years of education above high school or an equivalent combination of education and experience.

For GS-6, candidates must have either 1 year of directly related specialized experience at the next lower grade (or equivalent experience outside the General Schedule.)

For GS-7, candidates must have either 1 year of directly related specialized experience at the next lower grade (or equivalent experience outside the General Schedule.)

The U.S. Department of Energy Is an Equal Opportunity Employer

Candidates must have the ability to type 40 net words per minute (see attached self-certification form).

Candidates for advancement within the General Schedule (including GM) must meet time-in-grade requirements of 5 CFR, Part 300, Subpart F.

BASIS OF EVALUATION: Qualified applicants will be rated against the established quality ranking factors (QRF). The extent to which a candidate possesses each knowledge, skill, and/or ability will be determined by measuring the level of experience, education, and training as they relate to each quality ranking factor. The quality ranking factors listed below have been weighted by the Selecting Official based on their relative importance to the position being filled. **DETERMINATION OF THE "BEST QUALIFIED" GROUP WILL BE BASED SOLELY ON INFORMATION CONTAINED IN THE CANDIDATE'S APPLICATION PACKAGE; THEREFORE, CANDIDATES ARE REQUESTED TO SPECIFICALLY ADDRESS EACH QUALITY RANKING FACTOR AND HIGHLIGHT THE SIGNIFICANCE OF THEIR SPECIFIC EXPERIENCE.**

1. Ability to effectively organize and coordinate the clerical processes and administrative procedures of an office. (25%)
2. Ability to compose nontechnical documents and review correspondence using proper grammar, spelling, punctuation, and required formats. (25%)
3. Ability to serve as Divisions' liaison communicating goals, priorities, policies, and commitments. (20%)
4. Skill in operating personal computers, word processing systems, and/or other automated data processing systems. (20%)
5. Ability to develop, locate, and assemble information for various reports, briefings, presentations, and conferences. (10%)

TO APPLY: Submit the following forms checked below and indicate duty location preference: (Note: Applications and any attached materials will not be returned.)

1. ☒ Either a current, completed Personal Qualifications Statement (SF-171), or an Optional Application for Federal Employment (OF-612), or a Resume (which contains specific information outlined on the attachment to this announcement). Reference the vacancy announcement number on application.
2. ☒ Supplementary statement addressing the quality ranking factors which highlights aspects of your background as they relate to the knowledge, skills, and abilities required by the position. Note: Rankings will be based solely on information contained in your application package.
3. ☐ Notification of Personnel Action (SF-50) (copy/most recent).
4. ☐ List of College Courses and Certificate of Scholastic Achievement (O.M. 1170-17) or College Transcript.
5. ☒ Declaration of Federal Employment (OF-306), if using the OF-612 or a Resume.
6. ☒ Application for 10-point Veterans Preference (SF-15).
7. ☒ Self-Certification Statement for Proficiency in Typing
8. Submit application material to the following office:

U.S. Department of Energy
Federal Energy Technology Center
ATT: Human Resources Division
P.O. Box 880
Morgantown, WV 26507-0880
9. Applications must be received by the Human Resources Division on or before the closing date of the vacancy announcement or be postmarked by closing date and received by the Human Resources Division within 5 calendar days after the closing date. Late applications will not be considered.

**SPECIAL SELECTION PRIORITY CONSIDERATION
FOR SURPLUS OR DISPLACED EMPLOYEES**

Department of Energy (DOE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION

If you are currently a **DOE** employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the **DOE** Agency Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current **DOE** career or career-conditional (tenure group I or II) competitive service employee who has received a **RIF** separation notice or a Certificate of Expected Separation (CES) **AND** the date of the **RIF** separation has not passed **AND** you are still on the rolls of the **Department of Energy**. You must submit a copy of the **RIF** separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package.
4. Be currently employed by the **DOE** in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position (score above the acceptable level on all QRFs).

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION
UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You **must** submit a copy of the appropriate documentation such as a RIF separation notice or a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group **I** or **II**) competitive service employees who:
 - (1) Received a specific **RIF** separation notice; or
 - (2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - (3) Retired with a disability and whose disability annuity has been or is being terminated; or
 - (4) Upon receipt of a **RIF** separation notice retired **ON** the effective date of the **RIF** and submits a Standard Form 50 that indicates “Retirement in lieu of **RIF**”; or
 - (5) Retired under the discontinued service retirement option; or
 - (6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position (score above the acceptable level on all QRFs).

Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement):

JOB INFORMATION

- Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address (*with ZIP Code*) and day and evening phone numbers (*with area code*).
- Social Security number.
- Country of citizenship. (*Most Federal jobs require United States citizenship.*)
- Veterans' preference.
- Reinstatement eligibility. (*If requested, attach SF-50 proof of your career or career-conditional status.*)
- Highest Federal civilian grade held. (*Also give job series and dates held.*)

EDUCATION

- High school.
Name, city, and state (*ZIP code if known*).
Date of diploma or GED.
- Colleges and universities.
Name, city, and state (*ZIP code if known*).
Majors.
Type and year of any degrees received.
(*If no degree, show total credits earned and indicate whether semester or quarter hours.*)
- Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (*Do not send job descriptions.*) Job title (*include series and grade if Federal job*).

Duties and accomplishments.

Employer's name and address.
Supervisor's name and phone number.

Starting and ending dates (*month and year*).
Hours per week.
Salary.

- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- **Job-related** training courses (*title and year*).
- **Job-related** skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.
- **Job-related** certificates and licenses (*current only*).
- **Job-related** honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (*Give dates but do not send documents unless requested.*)

**THE FEDERAL GOVERNMENT IS
AN EQUAL OPPORTUNITY EMPLOYER**

SELF CERTIFICATION STATEMENT
for
PROFICIENCY IN TYPING

This form may be used to self-certify proficiency in typing. If you use this form, your initial eligibility for jobs which require any of these skills will be based on your claimed speed. When an agency actually considers you for a job, you may be required either to pass an appropriate performance test or to submit a certificate of proficiency issued by a school, employment service or other approved agency, which verifies your claim.

TYPING

If your claimed speed is based on a timed test, indicate the total number of words per minute you typed, the number of errors you made, and the length of the test. Indicate whether you have a certificate of proficiency which verifies your claimed speed and accuracy. If your test was scored in terms of correct words per minute, enter that value in "Total words per minute" and enter zero in "Number of errors."

Total words per minute: _____
Number of errors: _____
Basis of Claim: _____ 5 minute test

Do you have a certificate of proficiency issued within the last 12 months which shows your claimed typing speed and accuracy? _____

If you haven't taken a typing test, or do not remember the results, show the approximate number of correct words per minute that you can type. _____

CERTIFICATION

I certify that all of the statements made in this form are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature _____ Date _____

Name _____ Social Sec. No. _____
Last, First, Middle Initial